

# REQUEST FOR PROPOSAL NOTICE

## GETTYSBURG BOROUGH, ADAMS COUNTY, PA

**PROPOSAL FOR:** Pension Plan Services Provider

**RFP NOTICE NUMBER:** 2013-01

**SERVICES PROVIDED FOR:** 2 pension Plans **Police Pension Plan** / Defined Benefit  
**Non-Uniform Pension Plan** / Defined Benefit

**NOTICE DATE:** January 7, 2013

**CLOSING DATE:** January 18, 2013

**Applicant Notice:** Please read this Notice and the Request  
for Proposal document carefully before responding.

### DESCRIPTION OF SERVICES DESIRED:

Applicants that respond to this RFP must be able to provide a complete package of pension services for **both pension plans independently**, that will include:

1. Comprehensive investment services including: investment management, advisory services and strategy
2. A menu of pension administrative services: see **"SPECIFICATIONS"** section of **REQUEST FOR PROPOSAL, PART A:**
3. Actuarial services: see **"SPECIFICATIONS"** section of **REQUEST FOR PROPOSAL, PART A:**
4. All banking and custodial services commensurate with maintaining a municipal pension plan
5. Additional administrative or advisory services, relevant to PA municipal Defined Benefit Pension Plans; these services may be on an as-requested basis and not necessarily part of the main menu of services
6. Attend periodic meetings with the municipal leadership to review pension plan as requested

### SPECIFICATIONS RELATED TO THE SERVICES DESIRED:

**See ...PART A: RFP REQUIREMENTS AND SPECIFICATIONS – REQUEST FOR PROPOSAL**

### MINIMUM REQUIREMENTS TO RESPOND:

Applicants that respond to this RFP must be able meet or exceed the following minimum criteria in order to be considered for the resulting award of professional services contract. Furthermore, **all applicants agree**, upon submission of an application that they will provide sufficient documentation to substantiate their qualifications with respect to any of the minimum criteria listed hereafter, upon receipt of a request for such from this municipality. Failure to comply with such a request will result in **immediate disqualification**.

**RFP Minimum Criteria are as follows:**

1. 25 or more Pennsylvania municipal **pension clients** under contract for pension services as those desired in this RFP.
2. \$100 million or more in Pennsylvania municipal **pension client assets** under your direct management

3. Ability to provide a clearly functional services platform that addresses all desired services described in the Request for Proposal – **Part A: Detailed RFP Requirements**
4. 10 or more years experience providing pension services to PA municipal government entities.
5. **Full Disclosure: Applicants will** disclose all fees, direct and indirect, associated with any aspect of the services proposed. This includes all fees paid to or received by all subcontractors and advisors to the contractor including all mutual fund costs such as Expense Ratios, if applicable. Failure to do so will result in immediate disqualification from the RFP Process.
6. **Geographical Requirement** – Primary bidding Contractor’s Office or local servicing office must be within 90 miles (driving distance) of the Borough Office.

## **RFP RESPONSE DOCUMENTS:**

**See...PART B: PROCEDURES TO COMPETE & OTHER GUIDELINES – REQUEST FOR PROPOSAL**

## **PROCEDURES FOR RESPONDING TO THIS RFP ANNOUNCEMENT:**

**See...PART B: PROCEDURES TO COMPETE & OTHER GUIDELINES – REQUEST FOR PROPOSAL**

## **COMMUNICATIONS:**

**COMMUNICATION RESTRICTION**, EXCEPT AS SPECIFICALLY AUTHORIZED IN THIS RFP: EFFECTIVE AS OF THE RFP NOTICE DATE AND PRIOR TO THE TIME OF A DECISION BY THE SELECTION PROCESS BODY AND THE SUBSEQUENT CLOSING OF THIS RFP PROCEEDING, There shall be no communication of any type regarding this RFP, any aspect of a response to this RFP, or the awarding of a contract related in any way to this RFP between any ***Applicant*** or ***Perspective Applicant*** and any:

- (1) Elected Official of this municipality;
- (2) Employee of this municipality;
- (3) Any consultant or adviser currently engaged in assisting this municipality with the RFP process or employee or other person affiliated with or providing services to or on behalf of such consultant’s staff; or
- (4) Any other persons in a position to influence the **Selection Process Body’s** decision at any time during the **RFP Process** in regards to this RFP, a proposal, or the awarding of the contract until the award is announced, except as requested by this municipality or at the time specified for oral presentations by selected Applicants.

FURTHER, Applicants may not cause or allow any employee of their firm, or third party to directly or indirectly violate any of the aforementioned communications restrictions. Any communication by any applicant or third party on behalf of an applicant or potential applicant, in violation of the forgoing terms shall be considered grounds for **AUTOMATIC DISQUALIFICATION OF THAT APPLICANT**.

Any applicants / respondents to this **RFP Notice** are hereby warned that, effective **January 7, 2013** – The **RFP Notice posting date** – the only authorized communication of any kind regarding this RFP between the municipality and any Applicant will be through the designated **POINT OF CONTACT**. Applicants or potential Applicants may only make inquiries for clarification of technical or administrative information. No other questions or forms of communication are authorized between the municipality, its officials or employees and any entity associated with or representing the Applicant or potential Applicant after the **RFP Notice** posting date.

This does not preclude the **designated POC** from contacting the Applicant and requesting additional information – by whatever means deemed necessary – in order to effectively manage the RFP Process. This policy will remain in effect until the entire RFP Proceeding has closed. Any breach of this policy, whether intentional or otherwise, will result in immediate disqualification from the **RFP Process**.

**Communications are only authorized by mail, Fax, or e-mail as stated below and in the Request for Proposal**

1. **Mail RFP response** documents to the designated **POINT OF CONTACT** at the address listed below.
2. **E-mail questions** concerning the RFP to the designated **POINT OF CONTACT** at the e-mail address listed below. These E-mailed questions will be responded to in as timely a manner as possible.
3. **If requested or directed** to, FAX information to the designated **POINT OF CONTACT** at the FAX number listed below.

**SEE ALSO REQUIRED COMMUNICATIONS UNDER:**

**REQUEST FOR PROPOSAL – SECTION: “STATUS NOTIFICATION FROM THE MUNICIPALITY TO APPLICANTS”**

**REQUESTING CLARIFICATION / QUESTIONS:** All authorized requests for clarification of technical or administrative information must be sent via e-mail to the designated **POINT OF CONTACT** prior to January 18, 2013. **RESPONSES** will be returned via e-mail in the order they are received and in as timely a manner as possible.

## **RFP DESIGNATED POINT OF CONTACT**

**POINT OF CONTACT:**

**SARA STULL**

**Gettysburg Borough  
59 East High Street  
Gettysburg, PA 17325  
POC's Fax: 717-334-7258  
POC's E-mail: sstull@gettysburg-pa.gov**

➤ **Phone calls will not be  
accepted or returned**